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PPM-001-2000

SUBJECT: Committee Appointments

Reference: *See Enclosure 1*

JUN 26 2000

A. Purpose. This President's Policy Memorandum (PPM) cancels USUHS-P 5106^a and establishes procedures that are followed when standing committee/group/board appointments are made by the President, Uniformed Services University of the Health Sciences (USUHS) or a Dean of one of the schools within the USUHS. It does not cover Ad Hoc committees or other temporary groups.

B. Applicability. This PPM applies to all USUHS personnel and other individuals serving on USUHS standing committees.

C. Period of Appointment.

1. The committee year is October 1 through September 30 of the following year, unless designated otherwise.

2. Appointments are made annually, usually in August. For most committees, the terms of appointment are staggered, with the usual individual term of appointment being three years. Specific terms are defined in the USUHS Instruction applicable to the specific committee. Reappointment is not encouraged but is allowed unless specifically precluded. Individuals serve "at the pleasure" of the person making the appointment. Appointments may be made or withdrawn in midyear for various reasons (e.g., resignation from the committee, replacement of departing member, failure to attend meetings).

D. Representation.

1. Appointments are made so that sufficient expertise exists within that committee to accomplish its assigned responsibilities. At the same time an attempt should be made to select individuals who will provide a cross section of the USUHS community.

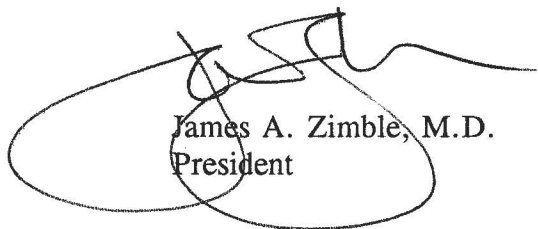
2. Members may be individuals employed or assigned to the USUHS or elsewhere (e.g., The National Institutes of Health (NIH) or the Henry M. Jackson Foundation for the Advancement of Military Medicine (HJF)).

E. Charge. The charge by the President, USUHS or appropriate Dean to a committee may be either broad or specific.

1. If the charge is broad, the committee shall draw upon its own expertise and information from others to carry out its responsibilities. Chairs of committees may be either appointed by the President, USUHS or appropriate Dean or elected from the membership. The specific policy is defined in the USUHS Instruction applicable to the specific committee.

2. If the charge is specific, the committee may be required to follow very precise steps to produce its "product," for example, the Controlled Substances and Alcohol Inventory Board.

F. Procedures. *See Enclosure 2.*



James A. Zimble, M.D.
President

Enclosures:

1. Reference
2. Procedures

Enclosure 1

REFERENCE

- (a) USUHS Procedure 5106, "Committee Appointments," dated October 17, 1990 (hereby cancelled)

PROCEDURES

A. Nominations

Nominations are made each year, usually during the months of June and July. These nominations, normally in memorandum form, are received from various sources. These may be from more formal groups (e.g., Faculty Senate President (representing the Faculty Senate); the President, USUHS; Standing Committee Chairs; or other sources).

B. Review and Appointment

The President, USUHS/Dean convenes, usually in late July or August, a review group to examine current committee memberships, nominations, and other materials. Prior committee participation is considered. Review of previous committee composition and individual appointments is included. The review group will consist of Associate Deans, the President, Faculty Senate, and any other member appointed by the Dean. Based upon the review information, committee membership selections are made.

C. Appointment Document

Following the review specified in B. above, the appointment document is issued. This is usually one memorandum listing all standing committee appointments for the year. As noted in the DPM, appointments may be made in midyear. The latter, in memorandum form, may be addressed and sent to the individual appointed with a copy of the document sent to the chair of the committee on which he/she is to serve and to the Department Chair/Activity Head of the appointee.

D. Declination of Appointment

Should a USUHS member not be able to serve or he/she or his/her Chair/Activity Head determines it would not be in that person's best interest to serve, a memorandum to that effect (with reasons) should be forwarded to the individual who appointed the committee. Committee activities, however, are considered a part of USUHS Community Services and every effort should be made by appointees to participate.